



www.fremont.gov

Human Resources Department
3300 Capitol Avenue, Bldg. B, P.O. Box 5006
Fremont CA 94537-5006
Phone: (510) 494-4660
Job Hotline: (510) 494-4669

For Office Use Only

EMPLOYMENT APPLICATION

- An electronic version of this form is available on the City's website. Once you have completed the form, you can mail it to Human Resources at the address above or place it in the Employment Application Drop Box at 3300 Capitol Avenue, between Buildings A & B. Otherwise, please print clearly using black or blue ink.
- Check the job announcement to see if a resume or a supplemental questionnaire is required.
- Notify the Human Resources Department, if you require reasonable accommodation in the testing process.
- If you have difficulty completing this application, please contact the Human Resources Department.

Position Desired (A separate application is required for each position.)

Position Desired (give exact title):

Personal Information (Please notify us of any change of address or phone number.)

Last Name:

First Name:

Street Address:

Apt. No.:

City:

State/Zip:

Home Phone: ()

Alternate Phone: ()

Work Phone: ()

Social Security No.

(Voluntary):

Email Address:

Do you currently possess

a valid CA Driver's License? ☐ Yes ☐ No License Number:

Exp. Date:

Class:

If hired, can you provide evidence of your legal right to work in the USA? ☐ Yes ☐ No

Do you have any relatives employed by the City of Fremont? ☐ Yes ☐ No

Have you ever previously applied for work with, or been employed by, the City of Fremont? ☐ Yes ☐ No

If yes, when and for/in what position?

Are you able to perform the essential functions of the job for which you are applying, either with or without accommodation? ☐ Yes ☐ No

If no, please describe the functions which you cannot perform:

The City of Fremont complies with the Fair Employment and Housing Act (FEHA) and all other disability laws. We will consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions, unless accommodation would cause undue hardship.

Education & Training

Name of School

Location

Did you graduate?

High School:

☐ Yes ☐ No ☐ GED or equivalent

Name of School

Location

Degree/Major

Units Completed

College/University:

Trade/Business School:

The City of Fremont is an Equal Opportunity Employer

Name of Applicant:Position Desired:

Certificates, Licenses & Skills (Attach additional pages, if needed)

Name of License(s) & Certificate Number	State	Expiration Date
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Software Applications:Typing WPM:

Do you have any foreign language skills which may be applicable to the position for which you are applying? ☐ Yes ☐ No
If yes, indicate what language(s), and for each whether you can (1) speak, (2) read, and (3) write in that language:

List any award(s), publication(s), qualifications for the position, etc. which are not listed in another area of the application.

Experience

List your most recent experience first and account for all experience during the last 10 years including U.S. Military Service and/or volunteer experience. List each change in title or promotion separately. Attach additional pages if needed. You may attach your resume or job-related certificates. **A resume is not a substitute for completing this section of the application.**

Name of Employer:Job Title:

Supervisor's Name:Supervisor's Phone: ()

Street Address:City:State/Zip:

From (Mo./Yr.):To (Mo./Yr.):Hours per week:Salary:

Duties Performed:# Supervised:

Reason for Leaving:

Experience (continued)

Name of Employer:Job Title:

Supervisor's Name:Supervisor's Phone: ()

Street Address:City:State/Zip:

From (Mo./Yr.):To (Mo./Yr.):Hours per week:Salary:

Duties Performed:# Supervised:

Reason for Leaving:

Name of Applicant:Position Desired:

Experience (continued)

Name of Employer:Job Title:

Supervisor's Name:Supervisor's Phone: ()

Street Address:City:State/Zip:

From (Mo./Yr.):To (Mo./Yr.):Hours per week:Salary:

Duties Performed:# Supervised:

Reason for Leaving:

Experience (continued)

Name of Employer:Job Title:

Supervisor's Name:Supervisor's Phone: ()

Street Address:City:State/Zip:

From (Mo./Yr.):To (Mo./Yr.):Hours per week:Salary:

Duties Performed:# Supervised:

Reason for Leaving:

Experience (continued)

Name of Employer:Job Title:

Supervisor's Name:Supervisor's Phone: ()

Street Address:City:State/Zip:

From (Mo./Yr.):To (Mo./Yr.):Hours per week:Salary:

Duties Performed:# Supervised:

Reason for Leaving:

Name of Applicant: _____

Position Desired: _____

May we contact your present employer regarding your qualifications and work record? ☐ Yes ☐ No

May we contact your past employers regarding your qualifications and work record? ☐ Yes ☐ No

Have you ever been terminated, other than layoff, or forced to resign or rejected during probation from employment within the last 10 years? If so, please give name of employer, dates of employment and reasons below. If no, indicate "not applicable."

Conviction

Have you ever been convicted of a felony or misdemeanor? A "conviction" is any plea, verdict or finding of guilt regardless of whether or not a court imposed a sentence. You may exclude any conviction for marijuana-related offenses, if over two years old. Please list all convictions since age 18, excluding minor traffic violations and convictions that have been sealed, expunged, or eradicated. Convictions do not automatically disqualify you. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position sought may be considered. If not, indicate "not applicable." A fingerprint check will be made of all new hires.

Agreement

Agreement of Applicant: I certify that the statements in this application and accompanying materials are true, complete and correct to the best of my knowledge, and understand that misrepresentation or deliberate omission of fact may subject me to disqualification or dismissal. I agree to be fingerprinted, to sign an oath of office, and to furnish proof of education and citizenship or legal right to work in this country as may be required as a condition of employment.

Signature

Date

Submit your completed application to:

Human Resources Department • City of Fremont • P.O. Box 5006 • 3300 Capitol Avenue • Building B • Fremont, CA 94537-5006

Recruitment Questionnaire

I first learned about this employment opportunity through:

- ☐ A City employee (specify employee name): _____
- ☐ Friend or relative
- ☐ The City's Job Hotline
- ☐ The Employment page on the City's website
- ☐ The City of Fremont Human Resources Department
- ☐ Another job page on the internet (specify website): _____
- ☐ Job Fair (specify which job fair and the location): _____
- ☐ Print advertisement (specify newspaper or magazine): _____
- ☐ A publicly-posted brochure (specify where posted): _____
- ☐ Other (specify): _____

Position Desired:

Employment Questionnaire

Please respond to the following questions and submit this form with your application packet. The completed form is confidential and will be detached from your application. This information is voluntary and is gathered in accordance with State and Federal laws.

Check one:

- ☐ Female
- ☐ Male

Check one or more:

- ☐ American Indian or Alaskan Native – All persons having origins in any of the original peoples of North and South America (including Central America) and who maintain cultural identification through tribal affiliation or community recognition.
Tribal affiliation: _____
- ☐ Asian – All persons having origins in any of the original peoples of the Far East, Southeast Asia, and Indian subcontinent or the Pacific Islands. These areas include, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ Black or African American – All persons having origins in any of the Black racial groups of Africa.
- ☐ Hispanic or Latino – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ☐ Native Hawaiian or Other Pacific Islander – All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ White – All persons having origins in any of the original peoples of Europe, the Middle East or North Africa.
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